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EERE Regional Office Stakeholder Update -- February 2006

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A Message from Richard Moorer

Deputy Assistant Secretary for Technology Development DOE Office of
Energy Efficiency and Renewable Energy (EERE)

We are well along in transitioning from the six regional offices you've worked with for so many years to the consolidated organization under EERE's Project Management Center (PMC), but there is still much to do. Keeping you informed as we go through this complex process is one of our highest priorities, and that is what this newsletter is all about. Based on input we have received from some of you, we think we know what your concerns are and what information you most need. In this and future issues, we'll try to address those, but you can help us by telling us what you most need to know and how we're doing in our efforts to keep you informed by simply replying to this message or by sending your comments, questions, or suggestions to rostakeholders@go.doe.gov.

In this issue, we introduce you to the management team and the organizational structure at the PMC's two major components: the Golden Field Office, Golden, Colo. and the National Energy Technology Laboratory (NETL), Morgantown, W.Va. and Pittsburgh, Pa. We explain how the PMC operates now, as well as how the new organizations created by the consolidation will function within it. Perhaps most important for you, we tell you what we know at this point regarding the movement of people and files, what we're anticipating at this point in terms of "blackout periods" for systems, and how we plan to minimize disruption in the normal flow of work.

Please keep in mind that the transition to the new organizational structure is still a work in progress, and I ask for your patience and forbearance as we work through the myriad tasks involved in a consolidation of this magnitude. However, I commit to you that we will keep you informed to the best of our ability with the most current information we have, and when we don't yet have an answer to a question you have asked, we'll tell you that, too.

Thank you, and I look forward to continuing our close working relationship with you through the transition and beyond.

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The organizational structures at Golden and NETL

EERE created the PMC to more efficiently and effectively manage EERE's technology development, deployment and outreach activities. The PMC is comprised of two independent yet similar organizations: the Golden Field Office in Golden, Colo. and the National Energy Technology Laboratory (NETL), which is split between Morgantown, W.Va. and Pittsburgh, Pa.

See the current organizational structure for Golden here
<<https://www.eere-pmc.energy.gov/roconsolidation/Files/goorgchart.pdf>>
and for the PMC portion of NETL here
<<https://www.eere-pmc.energy.gov/roconsolidation/Files/netlorgchart.pdf>>
Both organizations will add a new organizational element, called Intergovernmental Projects and Outreach, which will have two teams: Intergovernmental Projects, which will manage the Weatherization and State Energy Program grants, FEMP, and Deployment, which will provide outreach to the states and local communities.

The heads of the new organizational elements and team leads at Golden and NETL are as follows:

Golden:

Gary Burch -	Assistant Manager for Intergovernmental Projects and Outreach
Jeff James -	Intergovernmental Projects Team Lead
Gary Nowakowski -	Outreach Team Lead

NETL:

Chuck Zeh -	Intergovernmental Projects and Outreach Division Director
S.J. Seymour -	Intergovernmental Projects Team Lead
Angela Young -	Outreach Team Lead

In addition, for each organization, a state coordinator has been appointed as the primary point-of-contact for state and regional stakeholders. Julie Riel (Director of the Western Regional Office) has been selected to perform that function at Golden, and Eddie Christy will do the same at NETL.

Both Chuck Zeh and Eddie Christy are acting until the positions are filled permanently.

The split of responsibilities between Golden and NETL

Procurement functions will be split as follows among the two organizations:

Formula awards:

(State Energy Programs and Weatherization Assistance Program):
all procurement activities will be handled by NETL

Omnibus awards:

The master award agreement for the former Northeast, Mid-Atlantic and Southern regions will be held by NETL

The master award agreement for the former Western, Central and Midwest regions will be administered by Golden

Discretionary awards mirror the program split between Golden and NETL:

Golden: Hydrogen, Biomass, Solar, Wind and hydropower, Geothermal, Industrial technologies, Native American energy, Federal Energy Management Program (FEMP)

NETL: Freedom Car, including Clean Cities; Buildings; Weatherization Assistance and State Energy Programs

Responsibility for providing contracting officer representative (COR) services for projects under the Weatherization Assistance and State Energy Programs and for conducting outreach to the states and local communities will be based on location, regardless of the program split shown above.

Golden will have COR responsibility for intergovernmental projects and outreach in those states formerly served by the:
Midwest Regional Office (Chicago); Central Regional Office (Denver); Western Regional Office (Seattle).

NETL will have COR responsibility for intergovernmental projects and outreach in those states formerly served by the: Northeast Regional Office (Boston); Mid-Atlantic Regional Office (Philadelphia); Southeast Regional Office (Atlanta).

"Blackout period"

The consolidation will make it necessary to institute a "blackout period" for payment of invoices and for Automated Standard Application for Payment System (ASAP) reimbursements or advances. This "blackout period" applies only to those projects and agreements moving to Golden. Those being transferred to NETL will not require a blackout period, because NETL already has payment authority for RO awards.

The last day for submission of invoices by awardees is planned to be March 10, 2006. The last day for ASAP draw-downs is to be March 29, 2006. We are planning for normal processing to resume early in May. Although there will ultimately be no change in ASAP or ACH (invoice) payment provisions under the consolidated organization, recipients having awards through the Midwest Regional Office, Central Regional Office or Western Regional Office should take the blackout period into account and should request sufficient funds to cover all allowable expenses through April.

Also, stakeholders will not be able to post WinSAGA data entries for a short period, tentatively set for up to five days toward the end of the blackout period.

If you have questions, please see your normal RO contact. If he or she is not available, contact the appropriate RO director.

The timetable for people to move

All Regional Office (RO) employees planning to relocate will be on the rolls of their new organization by June 25 and at their new duty station shortly after that (allowing for travel time). Some people have asked to move sooner than that, and EERE will try to accommodate them as long as there is space and equipment in place to accommodate them at their new duty station, along with work that can be assigned, and finally, that arrangements have been made for the work they are leaving. Stakeholders should anticipate some period of time during which those RO employees who choose to relocate will be in transit and will not be available.

Key RO personnel are another matter. Some will have to remain at their current duty stations at least long enough to assure a smooth shutdown and transfer of work and authority to Golden and NETL.

Obviously, some RO employees will choose not to move, and you may have to deal with a new contact in the consolidated organization. If you have questions or concerns, please see your normal RO contact or the appropriate RO director or acting director.

The transfer of files

Some award recipients have expressed concern about the timing of the transfer of files from the ROs to Golden and NETL. Ideally, files should be moved at the same time as the RO employees responsible for them. So if someone is now, say, in Chicago, and managing ITP (Industrial Technology Program) projects, he or she will need to have the files in Chicago until moving, and the files should be in place and ready for use as soon as the person arrives at the new duty station.

A decision on timing has not yet been made, however. Moving each employee's file at the same time they move simply isn't feasible; the logistical requirements would be significant and the cost probably

higher. So, the files will likely be moved in bulk from each RO.

One option under consideration is to require relocating employees to make copies of the documents from files they are most likely to need upon arrival and carry those with them when they move. It's not a perfect solution, but it may help minimize disruptions to the flow of work for employees and inconvenience to award recipients.

RO employee updates

Mid-Atlantic Regional Office

Ellen Lutz, Director:

has taken a position with DOE's Office of Electricity in Washington, D.C.
James Ferguson is serving as Acting Director.

Claudia Marchione, FEMP project manager:
retired as of December 31, 2005.

Northeast Regional Office

Susan Keslof, administrative officer:

has taken a position with the Department of Justice in Boston.
All administrative, budget and financial matters are being handled
by Brett Aristegui at 617-565-9730 or, e-mail, brett.aristegui@ee.doe.gov.

Daniel Strout

has taken a position in private industry. The new Building Energy Codes
and Building America contact is Al Benson, 617-565-9734, or, e-mail,
al.benson@ee.doe.gov.
The new Energy Star and High Performance Schools contact is
Greg Davoren, 617-565-9706, or, e-mail, greg.davoren@ee.doe.gov.

Those needing assistance with Distributed Energy or Combined Heat and Power
should contact Eric Beaton at 617- 565-9732 or, email, eric.beaton@ee.doe.gov.

Southeast Regional Office

Jim Powell, Director:

has taken a position with EERE in Washington, D.C.
Angela Young has been appointed acting director.

Steve Hortin:

has taken a position with the U.S. Department of Agriculture
in Atlanta. His work in TAP and Energy and Environment
collaboration, has been reassigned to David Waldrop.

David Dunagan, Clean Cities;

has also been reassigned to David Waldrop.

For Rebuild America questions, until March 6, contact Angela
Young; after that date, contact Greg Andrews.

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